

COUNTY OF SAN DIEGO, CALIFORNIA  
**PLANNING COMMISSION POLICY**

SUBJECT:  AGENDA PUBLICATION	POLICY NUMBER	EFFECTIVE DATE	PAGE
	PC-1	05/23/97	1 OF 2

PURPOSE:

To permit greater public awareness and involvement in the planning process as well as to give greater advance notification to applicants as to the Department of Planning and Land Use's recommendations.

BACKGROUND:

It has been apparent for some time that planning matters have become increasingly complex and more controversial as the general public becomes more involved in the quality of the environment. In order for the public as well as the applicant to have sufficient time to consider matters coming before the Planning Commission, advance copies of the agenda are required.

POLICY:

1. The Department of Planning and Land Use shall publish and distribute a Preliminary Agenda at least ten days prior to all Planning Commission meetings.
  - a. The Preliminary Agenda shall contain a description of the items proposed to be considered by the Commission and a brief description of the location of the proposal.
  - b. The Preliminary Agenda shall contain a description of the items for which a public hearing is required and all proposed subdivisions. It may contain other items as considered appropriate by the Director of Planning and Land Use.
  - c. The Preliminary Agenda shall be mailed without charge to all groups, agencies, and organizations shown on a mailing list approved and maintained by the Director of Planning and Land Use. Such list shall be composed of only the following types of groups, agencies, and organizations.
    - (1) Officially recognized community planning and sponsor groups.
    - (2) Official public agencies determined by the Director of Planning and Land Use to have an interest in the business of the Commission.
    - (3) Upon request thereof, non-profit civic organizations not existing primarily for the purpose of representing a particular profession, trade, class of business or industry.
  - d. The Preliminary Agenda shall be available to other interested parties at a subscription price or on a single copy basis with the price based on the actual cost of printing and distribution.
  - e. By authority of Section 62.1 of the Administrative Code of the County of San Diego, a subscription fee of \$25.00 per year shall be charged for Preliminary Agendas.

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2. The Department of Planning and Land Use shall publish and distribute a Final Agenda at least one week prior to all Planning Commission meetings.
  - a. The Final Agenda shall contain a listing of all items to be considered by the Planning Commission except for those items that may appear on the Supplemental Agenda.
  - b. Copies of the agenda item and the recommendations of the Department of Planning and Land Use on each item shall be distributed to the members of the Planning Commission at least one week prior to the Planning Commission meeting.
3. The Director of Planning and Land Use may submit a Supplemental Agenda for the Planning Commission to consider which can include items not on the Final Agenda. A Supplemental Agenda shall be posted for public review at least 72 hours prior to the Planning Commission's meeting. The Supplemental Agenda shall not consist of any matter requiring a public hearing or approval of Tentative Maps except in the following instances:
  - a. Continued hearings from the two immediately preceding Planning Commission meetings.
  - b. Requests for the Planning Commission to authorize a public hearing.
  - c. Minor road openings related to approved subdivisions.
4. Notwithstanding the foregoing, the failure to issue a Preliminary Agenda or a Final Agenda shall not invalidate any action taken by the Planning Commission under this Policy.

REF: P/C 06/23/72 (48)  
P/C 04/06/84 (5)  
P/C 05/23/97 (7)

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**PLANNING COMMISSION POLICY**

SUBJECT: PLANNING COMMISSION PROCEDURAL RULES FOR CONDUCT OF ZONING AND PLANNING HEARINGS	POLICY NUMBER	EFFECTIVE DATE	PAGE
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PURPOSE:

To establish procedural rules, in accordance with State requirements to govern the conduct of County zoning and planning hearings by the Planning Commission.

BACKGROUND:

The State of California has enacted certain minimum procedural standards for the conduct of city and county zoning and planning hearings and has imposed the requirement that all local city and county agencies publish procedural rules for conduct of their hearings. This action was taken with the stated intent of ensuring uniformity of, and access to, such hearings while maintaining the maximum control of cities and counties over zoning matters. (Government Code Section 65804.)

POLICY:

It is the policy of the Planning Commission that Article XXIa of the Administrative Code of County of the County of San Diego be adhered to and shall govern the conduct of all Planning Commission hearings, in addition to the following:

Agenda

At least 24 hours prior to the beginning of all Planning Commission planning and zoning hearings, copies of the Planning Commission's Final Agenda shall be available at the office of the Secretary of the Commission. Copies of the complete agenda shall be available for inspection at the same office and in chambers during meeting.

2. Submission of Writings

Documents to be considered as evidence shall be filed with the Secretary of the Planning Commission not later than one week prior to when the item to which they relate is scheduled to be considered. The Planning Commission may, however, receive into evidence for good cause shown, or impose reasonable conditions on, late-filed documents. Note: The aforementioned does not apply to materials that are presented at the meeting as a part of a visual presentation.

3. Order of Evidence

Unless the presiding officer in his or her discretion shall direct otherwise, the order for presentation of evidence and the Planning Commission's decision thereon shall be as follows:

- a. A brief oral explanation of Commission procedure.

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- b. Staff identifies the project and its location and makes its report, including the environmental status and the reasons for the recommendation.
- c. Testimony from community/subregional planning groups and sponsor groups.
- d. Any disclosures by members of the Commission.
- e. Testimony from the applicant or his authorized representative.
- f. Testimony from the audience.
  - (1) Persons supporting the project shall have the opportunity to testify first. In the case of an appeal, the appellant and persons supporting the appeal shall have the opportunity to testify first.
  - (2) persons in opposition to the project or an appeal shall have the opportunity to testify next.
  - (3) Time may be allowed for rebuttal by the applicant or his authorized representative. Rebuttal in the case of an appeal shall be at the discretion of the Commission
  - (4) The Planning Commission shall have the opportunity to question speakers and staff.
- g. Recommendation of staff may be changed by staff at this time due to new evidence presented during course of hearing.
- h. Hearing closed, Commission discussion, and motion for action on proposal made.
- i. Discussion on motion.
  - (1) If upholding staff recommendation, Commission approves reasons submitted by staff for action and may add or substitute other reasons for decision.
  - (2) If reversing staff recommendation, the Commission states reasons for the action.

4. Time Limit When Addressing the Commission

- a. The applicant or his authorized representative shall be limited in his presentation to three minutes unless otherwise expressly permitted by the Commission. An addition

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three minutes for rebuttal may be allowed the applicant if staff recommendation is for denial.

- b. Any person in the audience wishing to present testimony, either for or against a particular project, shall be limited to three minutes unless otherwise expressly permitted by the Commission.
- c. A person may relinquish their time to another party only if that person is in the audience at the time the other party speaks and only with the approval of the Chairperson.

5. Procedural Matters

All procedural matters, including but not limited to, recognition of Commissioners by the Chairperson, motions, seconds, substitute motions, amendments of motions, withdrawal of a motion or second, calling for questions, or tabling of a motion shall be conducted as prescribed by "Roberts' Rules of Order".

6. Continuance

Any hearing may be continued by the Planning Commission to a date certain. The secretary of the Commission shall give notification of the continuance to any person who, prior to such continuance, has filed with the Secretary a written request for such notice. One or more continuances may be granted to the proponents of each position being presented to the Commission upon request and upon a showing of good cause therefore to the satisfaction of the Commission. Where during the course of a hearing it appears desirable that the applicant or the planning staff submit a revised or modified plan for incorporation in the decision of the decision-making body, the Commission shall continue the hearing to permit the filing thereof. The Commission will not consider any revised or modified plan to be filed after the close of a hearing.

Continuance should be consistent with Board of Supervisors' Policy I-115, "Limitations on Continuances by Hearing Bodies", which states that hearing bodies should be judicious in the granting of hearing continuances, generally limiting such continuances to no more than three, in order to provide for more streamlined case processing times.

Should any hearing be continued to a later date for the sole purpose of providing staff time to prepare a form of written decision, or to prepare additional and/or revised conditions of approval, no additional testimony or other evidence will be taken at the continued hearing unless expressly permitted by the Chairperson. Discussion between members of the Commission and direction by the Commission to staff with respect to conditions of approval do not constitute additional testimony or evidence within the meaning of this rule. At the time such hearing is continued, the applicant shall be advised that the Commission's action to

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continue the hearing does not necessarily imply approval of the application, but that the matter may be reconsidered at the continued hearing when conditions of approval will be available, and a final decision will be made at that time.

7. Planning Commission's Decision

Following completion of the hearing, the Commission shall make its decision. In the event it is necessary for the Commission to direct staff to prepare a form of written decision or to prepare additional and/or revised conditions of approval, a hearing may be closed or may be continued to a later date at the discretion of the Commission and final action taken at said later date when a final form of written decision has been prepared for adoption by the Commission.

In the event that the Commission is unable to take action on an item due to inability to obtain four votes to pass a motion, and the Commission does not continue the matter or otherwise dispose of it, the result shall be as follows:

- a. Original Jurisdiction Cases: San Diego County Administrative Code Section 388 provides that, "The Commission shall act by a vote of at least four of its members, and any application over which the Commission has original jurisdiction shall be deemed disapproved unless approved by such vote."
- b. Appellate Jurisdiction Cases: In cases where the Commission is authorized by law to approve or deny an application which comes to the Commission on appeal from a lower decision maker, the lower decision maker's decision shall stand.
- c. Advisory Jurisdiction Cases: In cases where the Commission is authorized by law to make a recommendation to a higher decision maker on the application, the Commission shall be deemed to have made a recommendation that the application be disapproved.

8. Planning Commission Action on Public Request to be Heard

The Final Agenda shall include an item entitled Public Request to be Heard. This Item shall be an opportunity for members of the public to speak to the Commission on any subject matter within the Commission's jurisdiction, but not an item on that day's agenda. The Commission shall take no action on such matters raised by the public during this item but may refer the matter back to staff for a report. The staff shall review the item and place their report on the earliest possible Planning Commission agenda. The member of the public raising the issue shall be notified of the date the Department's report will be heard by the Commission.

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9. Public Notice Requirements for Commission Hearings for Changes of Zone or Revisions to The Zoning Ordinance (pursuant to Government Code Section 65804[a])

Notice of public hearings for changes of zone or revisions to The Zoning Ordinance shall be given pursuant to the requirements of Sections 65090 and 65091 of the Government Code, as follows:

- a. Notice shall be published in at least one newspaper of general circulation within the jurisdiction of the local agency which is conducting the proceeding at least ten days prior to the hearing, or if there is no such newspaper of general circulation, the notice shall be posted at least ten days prior to the hearing in at least three public places within the jurisdiction of the local agency.
  - (1) The notice shall include the date, time, and place of a public hearing, the identity of the hearing body or officer, a general explanation of the matter to be considered, and a general description, in text or by diagram, of the location of the real property, if any, that is the subject of the hearing.
  - (2) Additional notification of the hearing may be given in any other manner deemed necessary or desirable.
- b. If the proposed change of zone or other Ordinance amendment affects the permitted uses of real property, hearing notice shall also be given in all of the following ways:
  - (1) Notice of the hearing shall be mailed or delivered at least ten days prior to the hearing to the owner of the subject real property or the owner's duly authorized agent, and to the project applicant.
  - (2) Notice of the hearing shall be mailed or delivered at least ten days prior to the hearing to each local agency expected to provide water, sewage, streets, roads, schools, or other essential facilities or services to the project, whose ability to provide those facilities and services may be significantly affected.
  - (3) Notice of the hearing shall be mailed or delivered at least ten days prior to the hearing to all owners of real property as shown on the latest equalized assessment roll within 300 feet of the real property that is the subject of the hearing. In lieu of utilizing the assessment roll, the local agency may utilize records of the County Assessor or Tax Collector which contain more recent information than the assessment roll. If the number of owners to whom notice would be mailed or delivered pursuant to this Paragraph or Paragraph b.(1) is greater than 1,000; then in lieu of mailed or delivered notice, the County may

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provide notice by placing a display advertisement of at least one-eighth page in at least 1 newspaper of general circulation at least 10 days prior to the hearing.

- (4) If the notice is mailed or delivered pursuant to Paragraph (3), the notice shall also either be:
- (a) Published in at least one newspaper of general circulation at least ten days prior to the hearing; or
  - (b) The notice shall be posted at least ten days prior to the hearing in at least three public places within the boundaries of the local agency, including one public place in the area directly affected by the proceeding.
- (5) The notice shall include the information listed in Item a.(1) above.
- (6) Additional notification of the hearing may be given in any other manner deemed necessary or desirable.

REF: B/S 04/04/72 (8)  
P/C 04/14/72 (2)  
P/C 02/08/74 (9)  
P/C 06/20/75 (3)  
P/C 08/06/76 (22)  
P/C 02/02/79 (Off-Docket))  
P/C 04/06/84 (5)  
P/C 01/23/87 (5)  
P/C 08/02/96 (6)  
P/C 01/17/97 (7)  
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## PLANNING COMMISSION POLICY

**SUBJECT:**

SELECTION OF OFFICERS AND SEATING ARRANGEMENT

**POLICY  
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PC-3

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**PURPOSE:**

To establish a procedure to be followed for selecting and installing the Chairperson and Vice Chairperson of the Planning Commission, and to establish a seating arrangement for Commissioners at meetings.

**BACKGROUND:**

Prior to 1975, there was no established written procedure for the selection and installation of Planning Commission Chairperson and Vice Chairperson. Because the "nominating committee" procedure which was previously followed was determined to be unnecessarily complex and time consuming, this Policy was adopted in 1975, to establish a written procedure. The 2008 amendments to this Policy are adopted in order to establish a rotational system for selection of Chairperson and Vice Chairperson, and a seating arrangement generally reflecting recent Commission practice.

**POLICY:**

The procedure for installing the Planning Commission Chairperson and Vice Chairperson, and the seating arrangement for Commissioners at meetings shall be as follows:

1. The seating arrangement for Commissioners at meetings commencing on March 7, 2008, shall be as set forth in the Seating Diagram below, with the new Chairperson taking the middle seat (Seat 1) and the new Vice Chairperson taking the seat to the Chairperson's left (Seat 2). When a new Chairperson is selected (pursuant to the procedures below), all Commissioners shall move one seat to their right (next lower seat number), as shown on the Seating Diagram. If a new Commissioner is appointed, he or she shall take the seat immediately to the Chairperson's right (Seat 7).
2. After 2008, the installation of the Chairperson and Vice Chairperson shall occur at the last meeting of February each year, at which time the following shall take place:
3. The Commission shall select and appoint a Chairperson and Vice Chairperson according to rotation of the positions in the Seating Diagram below. The Vice Chairperson shall become Chairperson, and all other members shall move one position higher towards Vice Chairpersonship and Chairpersonship.
4. In the event the Chairperson and/or the Vice Chairperson departs from office mid-year, the above procedures for rotation of seating arrangements and selection of Chairperson and/or Vice Chairperson shall be followed at the earliest meeting feasible.
5. In the case of a temporary absence of both the Chairperson and the Vice Chairperson, the Planning Commission shall appoint a Chairperson Pro-Tem from among the Commissioners.
6. It shall be the responsibility of the Secretary of the Commission (the Director of Planning and Land Use) to inform the Commissioners of the implementation of the above principles.

REF:      P/C      01/31/75      (4)  
             P/C      02/02/79      (Off-Docket)  
             P/C      04/06/84      (5)  
             P/C      05/23/97      (7)  
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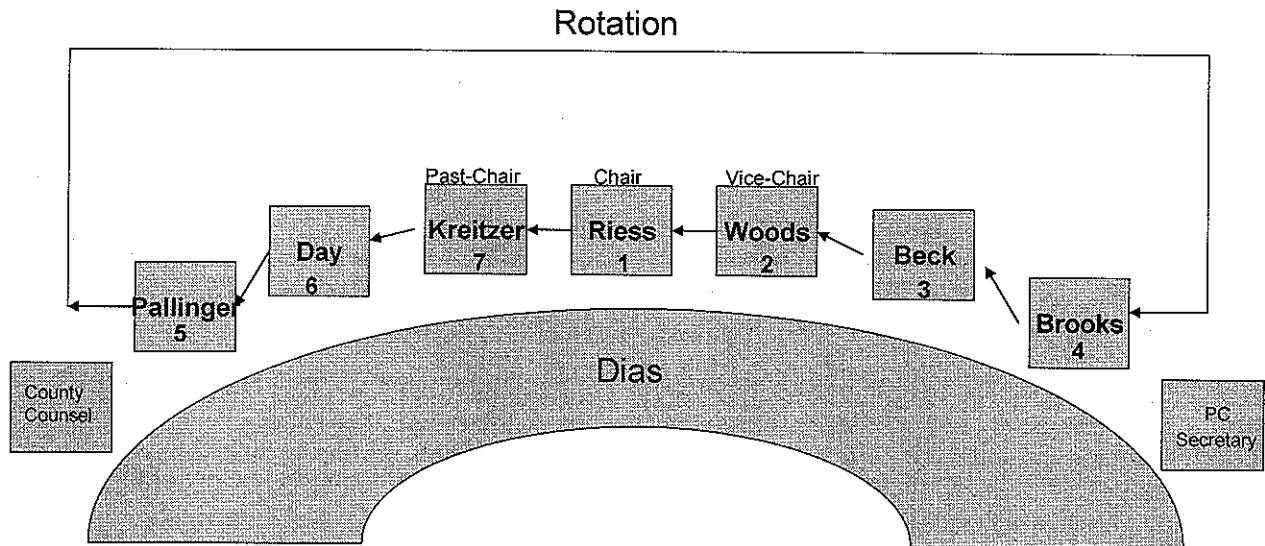
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## Planning Commission Rotation Diagram



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**SUBJECT:**  
RULES AND REGULATIONS GOVERNING TENTATIVE MAPS  
FOR MAJOR SUBDIVISIONS

**POLICY  
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**PURPOSE:**

To establish rules and regulations governing the submittal and processing of Tentative Maps through the Department of Planning and Land Use pursuant to Section 81.302 of the Subdivision Ordinance.

**BACKGROUND:**

The Advisory Agency may prescribe such rules and regulations as are necessary or advisable with respect to the form and content of Tentative Maps required by the Subdivision Map Act and the data to be furnished with such Tentative Maps.

**PROCEDURES:**

1. Legible Drawings. All Tentative Maps submitted shall be made on tracings legibly drawn. The Director of Planning and Land Use may reject any application which is not legible or complete.
2. Area to be Defined. The area covered by the Tentative Map shall show metes and bounds description, encompassing the lot of Final Map or parcel of Parcel Map, as applicable.
3. Sheet Size. Each Tentative Map shall be prepared on sheets which are 24 inches wide and 36 inches in length with a scale of 1 inch equals 100 feet or larger scale. Upon approval of Director of Planning and Land Use, a maximum sheet size of 36 inches x 48 inches may be accepted. Any deviation from those dimensions or scale must be approved by the Department prior to the preparation of maps for filing. The scale must be of the engineer type and be such that all grading can be readily discerned. For Tentative Maps of an area that is larger than can be shown on a single sheet, multiple sheets may be used, one sheet to be an index.
4. Data Required. The following data shall appear on each Tentative Map: (see check list attached)
  - a. Name, address, telephone number and signature of subdivider, owner or owners, and of registered civil engineer or licensed surveyor.
  - b. Sufficient legal description of the land as to define the boundaries of the proposed tract, and Assessor's book, page and parcel number.
  - c. Dimensions of perimeter of project site.
  - d. North point, scale and a small scale location and vicinity map.
  - e. The Department of Planning and Land Use will stamp each map, when officially filed and after certification by the Department of Environmental Health with the Tentative Map/tract number. This number will be stamped not only in the bottom right-hand margin of the Tentative Map, as is current practice, but also in the title block. Therefore, all Tentative Maps should be lettered at the top with the words "County of San Diego Tract" followed by a blank

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space at least three inches long and one inch high into which the Tentative Map number will be stamped (by the Department of Planning and Land Use) on each sepiia and blue-line copy.

- f. Name and map number of any adjacent subdivisions and Parcel Maps shall be identified. When possible, the lot pattern of the adjacent subdivision shall be shown where it is contiguous to the Tentative Map.
- g. The locations, names and existing widths of all highways, streets or ways within 100 feet of the exterior boundary of the proposed subdivision.
- h. The widths, approximate grades and radii of curves of all highways, streets or ways within the proposed subdivision.
- i. Proposed street names for all streets within the proposed subdivision for which a Final Map is to be recorded.
- j. The widths and approximate locations of all existing or proposed easements, including rights-of-way, whether public or private, recorded or unrecorded.
- k. All buildings and traveled ways within the proposed subdivision or within 100 feet of the exterior boundaries thereof. Buildings which are to be removed or remain shall be approximately identified on the map.
- l. Lot layout and dimensions of each lot.
- m. All lots shall be numbered in consecutive order; if the proposed subdivision is an additional unit of a previously recorded map, the lot numbering shall be in consecutive order and a continuation of highest lot number shown on the last recorded map.
- n. Statements of the total gross and net acreages, and the total number of lots proposed.
- o. Minimum lot sizes being created and the acreage of each lot having a net area of one acre or more.
- p. Lines of inundation of all 100-year floodplains. Locations of all areas subject to inundation or storm water overflow and the locations, widths and directions of flow of all water courses.
- q. Adequate topography within the proposed subdivision and 100 feet beyond the subdivision boundaries, with the Tentative Map design superimposed, together with a note indicating the source of the data used.
- r. The improvements the subdivider proposes to construct and install, including typical cross-sections of street and drainage improvements.

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<p>s. A statement signed by the subdivider as to whether he/she proposes to request the Board of Supervisors for permission to initiate proceedings under a special assessment act for construction of any of the subdivision improvements. If he/she proposes to make such request, he/she shall designate the improvements proposed to be constructed.</p> <p>t. Names of all districts which will provide service to the subdivision, including but not limited to the following: (1) sewer; (2) water; (3) fire; (4) school; (5) lighting; and (6) other as appropriate.</p> <p>u. If sewers are proposed, a "statement of intent" from the district or public agency which will provide the sewer service shall be submitted. Said statements shall certify as to the availability or non-availability of sanitary sewers and if none are available, whether the district or public agency intends to provide such facilities if development occurs. If the area proposed for development is not presently within the boundaries of a district or public agency providing sewer service, the statement shall indicate whether annexation to and service by such district or public agency is contemplated.</p> <p>v. Location of all street lights proposed to be installed within the subdivision, or a statement indicating the intent of the developer to comply with the requirements specified in the County standards.</p> <p>w. Existing and proposed zoning. (Zoning box with all designators.)</p> <p>x. Regional category and land use designation of the property as shown on County General Plan, Regional Land Use Element, and applicable community or subregional plan. Where appropriate, Specific Plan designations must be shown.</p> <p>y. A statement indicating how the subdivider intends to comply with the Park Land Dedication Ordinance. If dedication of land is proposed, such land shall be indicated.</p> <p>z. A statement pursuant to Section 11000.5 of the Business and Professions Code and Section 66474.5 of the Government Code if the application is to be processed as a "Land Project."</p> <p>5. <u>Number of Copies.</u> Three (3) reproducible tracings and 30 black or blue line prints of Tentative Maps shall be filed with the Department of Planning and Land Use. The Director may require additional prints. Note: Land projects require submittal of an extra 25 copies of the Tentative Map and draft Environmental Impact Report (EIR).</p> <p>6. <u>Tentative Map Submittal.</u> A Tentative Map will not be accepted for processing unless it is accompanied by: a) the names and addresses of owners of property located within 300 feet of the exterior boundaries of the proposed subdivision. Such names and addresses shall be determined from the latest equalized assessment</p>			

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roll or such other records of the Assessor or Tax Collector as contain more recent information; b) the listing of such owners by tax rate area, book, page, and Assessor Parcel Number; and c) stamped addressed envelopes for each owner.

7. Grading Plan. A Tentative Map will not be accepted for processing unless it is accompanied by a grading plan or grading is shown on the Tentative Map. Grading shall be shown for construction or installation of all improvements to serve the subdivision and feasible grading for the creation of building sites on each lot together with driveway access thereto. Both the grading plan and the existing topographic contours may be shown on the existing map. If the subdivider does not intend to grade the building sites, a statement to that effect shall be placed on the Tentative Map. However, feasible grading for building sites must still be shown on the grading plan unless the Director of Planning and Land Use determines this to be unnecessary (see Section 81.303 of the Subdivision Ordinance).
8. Disclosure Statement. There shall be included with each Tentative Map a signed and dated statement on a form provided by the Department of Planning and Land Use disclosing the names of any person(s) having an interest in the proposed subdivision (see Section 81.302.5 of the Subdivision Ordinance).
9. Street Name Approval. A Tentative Map will not be accepted for filing until it bears the stamp of the Street Address Section of the Department of Environmental Health indicating preliminary approval of the proposed street names.
10. School Letter. A Tentative Map will not be accepted for filing until the applicant supplies a letter from each affected school district demonstrating the adequacy of school facilities to serve the project.
11. Environmental Data Required. A Tentative Map will not be accepted for processing unless it is accompanied by two completed Environmental Impact Initial Study Sheets or draft EIR and applicable filing fees. An Environmental Impact Initial Study Sheet (AEIS) shall be submitted with each Tentative Map unless one of the following conditions applies:
  - a. A letter requesting a waiver of the AEIS (two copies) because a draft EIR is being submitted.
  - b. The subdivision is a part of an on-going project for which an EIR has already been approved, in which case a letter to the Environmental Analysis Section shall be submitted requesting that they determine that the previous EIR adequately covers the Tentative Map.
  - c. The subdivision is Categorically Exempt from the environmental review procedures pursuant to Section 15101 Class 1 (k) of the State Guidelines for implementation of the California Environmental Quality Act because it is a division of existing multiple family units into condominiums.

(See Section 81.302 of the Subdivision Ordinance.)

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12. Department of Public Works. Each Tentative Map submitted shall be accompanied by an initial deposit to cover the costs incurred by other County departments in reviewing, investigating and making recommendations on the Tentative Map. If the actual costs incurred are less than the deposit, the Director of Public Works shall authorize a refund of the remainder (see Section 81.202 of the Subdivision Ordinance).
13. Title of Tentative Parcel Maps. Tentative Maps submitted under the provisions of Section 66426 of the Subdivision Map Act for the purpose of filing a Parcel Map shall be titled with one of the following statements:
- "TENTATIVE MAP OF PROPOSED PARCEL MAP submitted for approval pursuant to Section 66426(a) of the Subdivision Map Act, because this entire parcel has an area of less than five acres and each parcel has access to a public maintained street or highway."
- "TENTATIVE MAP OF PROPOSED PARCEL MAP submitted for approval pursuant to Section 66426(b) of the Subdivision Map Act, because all proposed parcels are over 20 acres in area and have an approved access to a maintained public street."
- "TENTATIVE MAP OF PROPOSED PARCEL MAP submitted for approval pursuant to Section 66426(c) of the Subdivision Map Act, because the tract of land is zoned for industrial or commercial development, each proposed lot will have access to a public street or highway and the street alignment and width have been approved by the Board of Supervisors."
- "TENTATIVE MAP OF PROPOSED PARCEL MAP submitted for approval pursuant to Section 66426(d) of the Subdivision Map Act, because all proposed parcels have a gross area of 40 acres or more, or each of which is a quarter section or larger."
14. Condominium Maps. A Tentative Map for a condominium project shall contain the following note:
- "This is a map of a condominium project as defined in Section 1351(f) of the State of California Civil Code, the maximum number of dwelling units is \_\_\_\_\_."
15. Department of Environmental Health Approval. A Tentative Map will not be accepted for filing until it bears the signed stamp of the Department of Environmental Health stating that the subdivider has filed with the Department of Environmental Health all data, including percolation tests, which are required by that Department for review of the Tentative Map.
16. Flagging. A Tentative Map will not be considered for approval by the Planning Commission or the Planning and Environmental Review Board unless the subdivision is flagged in accordance with instructions of the Department of Public Works prior to the date upon which a field investigation is made. In the event that a subdivision is not flagged, the Commission or Planning and Environmental Review

COUNTY OF SAN DIEGO, CALIFORNIA  
**PLANNING COMMISSION POLICY**

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Board will deny the Tentative Map unless the subdivider or his/her representative requests a deferral. Be sure to ask for flagging instructions and field check date at map submittal.

17. Replacement Map. A replacement Tentative Map shall be submitted when the Planning Commission or the Planning and Environmental Review Board finds that the number or nature of the changes necessary for conditional approval are such that they can be shown more clearly and simply by such a map. Thirty (30) prints and 3 reproducible tracings of each replacement Tentative Map shall be filed with the Planning Commission or the Planning and Environmental Review Board.
18. Revised Tentative Map. If any Tentative Map is revised and resubmitted after a Resolution of Approval is adopted, it must be retitled, "REVISED TENTATIVE MAP", all changes listed, and the date of resubmission separately stated. A revised Tentative Map filed pursuant to Section 81.310 of the Subdivision Ordinance shall be processed as a new application, it must conform to all rules and regulations governing Tentative Maps and additional fees will be collected.
19. Expired Tentative Map. If any Tentative Map is resubmitted after proceedings thereon have terminated by reason of the expiration of 36 months from the date of approval, it must be retitled "EXPIRED TENTATIVE MAP", and the date of resubmission separately stated. An expired Tentative Map must conform to all conditions stated in Section 81.309 to be accepted for filing.
20. Time for Processing. The time allowed for processing a Tentative Map (50 days after filing per Section 66452.1 of the Subdivision Map Act) shall commence from the date of issuance of either a Negative Declaration or Notice of Completion by the Planning Commission or Planning and Environmental Review Board. If a Tentative Map receives a Notice of Determination of significant environmental impact and thereafter the subdivider does not make significant progress toward filing a draft EIR within six months, processing of the map shall terminate.
21. Extension of Time. If it appears that the subdivider cannot prepare and record a Final Map prior to the expiration date specified in the resolution of conditional approval, a request for extension of time must be filed. A written request should be directed to the Department of Planning and Land Use and must be received prior to the expiration date. The request must state reasons for the delay in filing the Final Map and progress made in its preparation. Time extension requests shall be filed at least six weeks prior to the expiration date. Action on a request for time extension shall be taken within 90 days of the request. Additional conditions may be imposed. A Tentative Map can be extended for the time specified in Section 81.308(b) of the Subdivision Ordinance.
22. Fees. All required fees shall be paid upon submittal of application.

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